

# Student Records Guidelines & Procedures

Lansing Community College shall not distribute student lists to non-college agencies except as required by law.

In compliance with the Family Educational Rights and Privacy Act of 1974, Lansing Community College provides the following information:

- 1) Students and/or a parent or legal guardian of a student, if the student is a dependent, have the right to access, inspect, and review all educational records directly related to the student. Upon presentation of pictured identification and a written request from the student to the StarZone, Room 241, Gannon Building, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted).
- 2) 2. Educational records include all information maintained by the College that is directly related to the student with the exception of:
  - a) a. Financial records of the student's parents.
  - b) b. Confidential letters of recommendation prior to January 1, 1975.
  - c) c. Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.
  - d) d. Educational records containing information about more than one student. Note that the College must permit access to that part of the record which pertains only to the inquiring student.
  - e) Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
  - f) f. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.
  - g) g. Records of the law enforcement unit of the College if compiled for law enforcement purposes.
  - h) h. Records which relate exclusively to individuals in their capacity as College employees.
- 3) 3. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the StarZone. The disclosure prevention form remains in effect until the student provides a written release to the Registrar's Office. Directory information includes but is not limited to the following:
  - a) Name of student
  - b) Dates of attendance
  - c) Enrollment status
  - d) Awards, degrees, or certificates received
  - e) Participation in officially recognized activities
  - f) Sport, weight, and height of members of athletic teams
  - g) Previous educational agency or institution attended h. Email address
  - h) Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the StarZone and the Office of the Dean of Student Affairs.

- 4) Lansing Community College prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent. Exceptions to this statement are listed below:
- a) Academic and administrative officials, staff, and persons who have entered into a partnership or contract with Lansing Community College and whom the College has determined to have legitimate educational interest. Officials are defined as faculty, administration, support and professional employees, sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - b) Other educational institutions in which the student is enrolled or intends to enroll.
  - c) Individuals and organizations who provide financial aid or scholarships to the student.
  - d) Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized bylaw.
  - e) Accrediting organizations to carry out their accrediting functions.
  - f) Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The College shall notify the student of any such orders or subpoenas unless the subpoena or order prohibits notification. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.
  - g) Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
  - h) Parents who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
  - i) An alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
  - j) Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

Lansing Community College will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed above. The record will be maintained in the Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the College are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due process procedures for requesting correction or amendment to educational records are stated in the College Catalog under Student Appeals.

Students who feel their rights under the Family Educational Rights and Privacy Act have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.